State of Tennessee
Department of Children's Services

Policy Attachment: 16.7 Resource Family Recruitment and Retention

Subject:	**Guidelines For Resource Family Recruitment and Retention**

Additional Information:

Local Recruitment Groups:

Each region should create a local recruitment group to serve in each of its counties/clusters. The region may have local cross-functional teams in place that would be willing to perform this task (i.e. Advisory Groups, Family-to-Family groups etc.).

Evaluation of Needs:

1. The Regional PSD and members of each local or cluster recruitment group should perform an assessment of regional data which will identify:
   a) The number of existing homes,
   b) The number of kinship homes,
   c) The number of children approved for each home, and
   d) The number of children in custody within the region.

2. Each PSD with members of the local recruitment group will also review the data to determine whether the homes in their region:
   a) Reflect the culture and ethnicity of the children within the region,
   b) Has sufficient capacity to serve the number of children in the region,
   c) Has sufficient capacity to serve delinquent and post custody youth and
   d) Maintain placement stability for teenagers and sibling groups.

3. The Regional Needs Assessment should include DCS and Private Provider resource homes.

   Any identified needs should be communicated to the local recruitment groups and addressed in the local strategic plan.

Regional Recruitment Groups:

1. Each Regional Administrator/designee should ensure their region has a Regional Recruitment Group to be led by the PSD/designee. The region can determine the most appropriate group configuration (i e. region by cluster, by zip code, etc.)

2. Each Regional Recruitment Group should reflect the culture and ethnicity of the children in care within that region and should be inclusive of members from the local recruitment groups.

3. The members of the Regional Recruitment Group may include:

   a) Youth

   b) Birth Parents

   c) Resource Parents

   d) Resource Parent Advocates

   e) Private Providers

   f) Faith Based Partners

   g) PSD Staff and

   h) Other DCS staff (as appropriate)

4. The Regional Recruitment Group may participate in any of the following activities:

   a) Share ongoing regional data with the Community Recruitment Groups to ensure an accurate needs assessment,

   b) Participate with the Community Recruitment Group members groups in the development and implementation of their local strategic plan,

   c) Incorporate the local strategic plans into the Regional Recruitment Plan,

   d) Collaborate with private providers to develop a regional PATH and in-service schedule,

   e) Participate in local foster parent associations,

   f) Develop and implement Resource Parent retention activities and

   g) Lead the region in informing faith-based partners about the need for Resource Parents to care for teens, juvenile justice youth and sibling groups.

Local Recruitment Group Strategic Plan:

1. The Local Recruitment Group should develop/update and submit a strategic plan to the region for integration into the regional recruitment plan.

2. Each strategic plan should address the needs identified through the review of the regional data and consist of at least the following topics:

   a) A prioritized needs list,

   b) A detailed community awareness plan or targeted recruitment strategy to meet each identified need,

   c) A listing of local focal points,

   d) An estimated number of new resource family contracts expected to be gained from each recruitment effort,

   e) An estimated timeframe to meet the need in each category and

   f) The type of assistance needed from the region.